

**INDIANA DEPARTMENT OF EDUCATION  
SUPPLEMENTAL EDUCATIONAL SERVICES**

**2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT**

**FOR:**

**MSD Decatur**

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
<b>Tutor Qualifications</b>	Satisfactory	<b>Lesson matches original description</b>	Satisfactory	<b>Criminal Background Checks</b>	Non-Compliance
<b>Recruiting Materials</b>	Satisfactory	<b>Instruction is clear</b>	Satisfactory	<b>Health/safety laws &amp; regulations</b>	In Compliance
<b>Academic Program</b>	Satisfactory	<b>Time on task is appropriate</b>	Satisfactory	<b>Financial viability</b>	N/A
<b>Progress Reporting</b>	Satisfactory	<b>Instructor is appropriately knowledgeable</b>	Satisfactory		
		<b>Student/instructor ratio: 3:1</b>	Satisfactory		

**ACTION NEEDED:** None

## On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

**NAME OF PROVIDER: MSD Decatur**  
**REVIEWER: ST & SF**

**DATE DOCUMENTATION RECEIVED: 2/28/07**

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	S	U	COMMENTS
Tutor qualifications	<b>ONE</b> of the following: -Tutor resumes/applications ( <u>all tutors</u> )  <i>In addition to:</i> <b>ONE</b> of the following: -Tutor evaluations ( <u>all tutors</u> ) -Recruiting policy for tutors ( <u>one copy</u> ) -Sample tutor contract ( <u>one copy</u> )	-Teacher certificates -Recruitment flyer and recruitment statement	S		Tutors are certified teachers, matching description in original provider application.
Recruiting materials	<b>TWO</b> of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Recruitment flier -Program description for parents	S		Recruitment flier and program description for parents is appropriate and is in-line with provider application.
Academic Program	<b>ONE</b> of the following: -Lesson plan(s) for one class in all subjects offered  <i>In addition to:</i> <b>ONE</b> of the following: -Detailed lesson description -Specific connections to Indiana standards -Description of connections to curriculum of EACH district the provider works with.	-Lesson Plan -Connection to Indiana standards	S		Lesson plan matches observed lesson and description from provider's application. Lessons connect to Indiana academic standards.
Progress Reporting	<b>TWO</b> of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	-Progress report timeline -Progress reports	S		Progress reports address student progress on core concepts. Reports are sent to parents every two weeks.

## On-site Monitoring Rubric OBSERVATION Components

**NAME OF PROVIDER: MSD Decatur**

**SITE: Lynwood Elementary (4640 Santa Fe Drive)**

**TUTOR'S INITIALS (ALL TUTORS OBSERVED): Rms. 101, 103, &125**

**NUMBER OF LESSONS OBSERVED: 5**

**DATE: 2/21/07**

**REVIEWER: ST & SF**

**TIME OF OBSERVATION: 8:06 a.m.**

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	S		Students were divided by grade level and worked in small groups with tutors. One group of students silently read the book "Maybe I'll be" and later read the book out loud together while the tutor prompted them with reading comprehension questions. Each of these students had a portfolio package that included the book, a folder and crayons. Once the students finished the book, they were asked to select a page that was their favorite and share it with the group. In three other groups, tutors read stories to their students and asked probing questions that when answered reflected students understanding of the storyline and concepts within the story. A fifth group read a story out loud together and then worked on creating new words in journals out of chunks from words in their story.  Although no math lessons were observed, observed reading lessons match lesson plan submitted and the description in provider's original application.
Instruction is clear	S		Tutors provided clear directions that students were able to understand. Tutors provided appropriate direct support to students who needed more detailed explanations and guidance. Tutors were able to appropriately clarify instructions and adequately address questions posed by their students.
Time on task is appropriate	S		Students were very interested in their lessons and were engaged during the tutoring session. Tutors did redirect a few students when they were not participating appropriately in the group.
Instructor is appropriately knowledgeable	S		Tutors effectively used positive reinforcement and guiding questions to engage students in lessons. Feedback from tutors and well organized and structured lessons created a positive and supportive environment for learning.
Student/instructor ratio: <u>3:1</u>	S		Application notes that the ratio will be 6:1 and that instruction will be in small groups. A 3:1 ratio and small group instruction were observed.

## On-site Monitoring Visit Rubric COMPLIANCE Components

**NAME OF PROVIDER: MSD Decatur**  
**REVIEWER: ST & SF**

**DATE DOCUMENTATION RECEIVED: 2/28/07**

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	<b>ALL</b> of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks were submitted; however, some checks were not completed prior to tutors working with students		NC
Health and safety laws and regulations	<b>ONE</b> of the following: -Student release policy(ies)  <i>In addition to:</i> -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	-Student release policy -Emergency/Evacuation directions	C	
Financial viability	<b>TWO</b> of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	Not applicable (school district)	N/A	N/A